

STATE OF TENNESSEE



TREASURY DEPARTMENT

STATE CAPITOL

NASHVILLE, TENNESSEE 37243-0225

DAVID H. LILLARD, JR.
STATE TREASURER

615.741.2956
David.Lillard@tn.gov

DESCRIPTION OF DEPARTMENT:

The Tennessee Department of Treasury administers several service-oriented programs that benefit the citizens of Tennessee. These programs are Tennessee Consolidated Retirement System, Deferred Compensation, Flexible Benefits, and Unclaimed Property. The Treasury Department manages state government's investments through the State Pooled Investment Fund. The Treasury Department also operates divisions that handle its internal functions of administration, accounting, fiscal services, and information services.

RESPONSIBILITIES:

The Tennessee Department of Treasury is excited to announce the job posting for Service Counselor 2 for the TNStars College Savings 529 Program. This position is responsible for answering customer calls, checking voicemails, and responding to emails. Candidates must provide education about the investment products offered by the program to current and future customers. Candidates are required to input new enrollments and all transactions including but not limited to trades, automatic bank setup, payroll employer and employee setups, rollovers, and withdrawals into the PowerAgent system. This position requires candidates to compile monthly performance data, review incentives for eligible participants, send welcome letter to participants, and other duties assigned by the Director of College Savings. The Treasury Department encourages all eligible candidates to apply for the Service Counselor 2 position.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited four-year college or university with a major in business is required

PREFERENCES:

- Two or more years of professional experience related to a financial product
- Familiarity with a 529 plan

Please submit resume, state application, and contact information for three references to Treasury.Resumes@tn.gov by January 10, 2015.